

**CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES**

**WEDNESDAY, NOVEMBER 9, 2022
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

FINAL AGENDA & DRAFT MINUTES

REGULAR MEETING

President Garnica called the meeting to order at 9:09 a.m.

FLAG SALUTE

Elsa Ramos, representing the Police Department, led the flag salute.

ROLL CALL

Commissioners Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joel

Present: Garnica

Commissioners Yvonne Wheeler

Absent:

- 1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.**

There were no comments from the public.

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2. 22-314CS **Recommendation to approve minutes:**
Regular Meeting of October 26, 2022

A motion was made by Vice President Fallis, seconded by Commissioner Arias, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 1 - Yvonne Wheeler

CONSENT CALENDAR (3 - 8):

Passed the Consent Calendar

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 3, 5, 6, 7, & 8, except for item 4. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 1 - Yvonne Wheeler

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3. 22-315CS

Recommendation to approve examination results:

Animal Health Technician (Registered Veterinary Technician) Test

#02

Combination Building Inspector Test #03

Corrosion Control Supervisor Test #02

Customer Services Supervisor I-II

Electrician Test #01

General Maintenance Supervisor I-II

Office Services Assistant I-III

Police Recruit Test #16

Public Safety Dispatcher I-IV - NTN EXAM Test #36

Special Services Officer I-IV Test #67

**A motion was made to approve recommendation on the
Consent Calendar.**

4. 22-316CS **Recommendation to approve bulletin(s):**
Communications Center Coordinator
Fire Captain

Commissioner Arias had questions about the minimum qualifications for Communications Center Coordinator without updating the class specification. Mr. Sinkler stated that Civil Service can change the minimum qualifications, and the class specification changes are when changes are being made to the job duties. Commissioner Arias thanked Mr. Sinkler for the reminder since is important for the Commission to remember this type of information.

Commissioner Gonzalez Edmond asked about bulletins and class specifications being on the regular agenda instead of the consent calendar. Commissioner Arias explained that in prior years, staff would send the bulletins and class specifications prior to the Commission meeting for review, then it would go on the consent calendar if there were no objections. Commissioner Arias suggested considering putting the bulletins back on the regular agenda. Further conversation about this matter occurred, and Commissioner Arias referred the process of bulletins and class specifications on the regular agenda to the Special Projects Committee for further discussion.

A motion was made by Commissioner Arias, seconded by Vice President Fallis, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 1 - Yvonne Wheeler

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5. 22-317CS

Recommendation to receive and file retirement(s):

*Brenda Bridwell, Emergency Medical Educator, Fire
Department, (9 yrs., 6 mos.)*

*Raymond Panek, Police Officer, Police Department, (21 yrs., 2
mos.)*

*Richard Wharton, Police Officer, Police Department, (24 yrs.,
4 mos.)*

*Oliver Parker, Water Utility Mechanic II, Water Department,
(20 yrs., 4 mos.)*

**A motion was made to approve recommendation on the
Consent Calendar.**

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6. 22-318CS

Recommendation to receive and file resignation(s):

Abraham Cruz, Equipment Operator III, Public Works, (3 yrs., 1 day)

Elias Garcia Miramontes, Senior Traffic Engineer, Public Works, (1 yr., 10 mos.)

Lakitia Barcus, Customer Service Representative III, Energy Resources, (8 yrs., 6 days)

Joshua Smith, Customer Service Representative III, Energy Resources, (26 days)

Christopher Greiner, Capital Projects Coordinator III, Harbor Department, (12 yrs., 7 mos.)

Zoe Schumacher, Geographic Information Systems Analyst II, Harbor Department, (8 yrs., 11 mos.)

Joe Gomez, Refuse Operator I, Public Works, (1 yr., 10 mos.)

Christina Wood, Fire Recruit, Fire Department, (10 days)

Carmelita Underwood, Personnel Analyst I, Civil Service, (6 days)

Jerry Sin, Police Recruit, Police Department, (2 mos.)

Janice Cantu, Marina Agent II, Parks, Recreation, and Marine, (27 yrs., 5 mos.)

Julissa Martinez, Maintenance Assistant I, Airport, (6 mos., 3 days)

Henry Hoang, Surveyor, Harbor Department, (6 yrs., 10 mos.)

James Holland, Water Treatment Operator I, Water Department, (3 mos., 3 days)

Anthony Argomaniz, Harbor - Patrol Officer II, Harbor Department, (8 yrs., 11 mos.)

A motion was made to approve recommendation on the Consent Calendar.

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7. 22-319CS **Recommendation to approve reschedule for hearing(s):**
Dismissal Appeal 04-D-2021, Suggested Dates: December 7 & 14, 2022
Suspension Appeal 04-S-1920, Suggested Dates: January 11 & 18, 2022
Suspension Appeal 05-S-1920, Suggested Dates: January 25 & February 1, 2023
Suspension Appeal 12-S-1920, Suggested Dates: February 15 & 22, 2023

A motion was made to approve recommendation on the Consent Calendar.

8. 22-320CS **Recommendation for Permanent Reassignment to Former Classification** - Angel Barragan, Administrative Analyst II
Communication from Wally Hebeish, Chief of Police, Police Department
Staff report prepared by Maria Cano, Personnel Analyst

A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

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- 9. 22-321CS RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT** - Kimberly A. Alexander, Port Risk Assistant
*Communication from Sandy Witz, Director of Human
Resources, Harbor Department
Staff report prepared by Maria Cano, Personnel Analyst*

Ms. Slaten introduced Ms. Cano, who briefed the commission on this item.

President Garnica commented that the Civil Service forms, specifically the Statement of Conditions, have the old Civil Service logo on it. Ms. Slaten acknowledged the old logo on the forms and will work with staff to review and update all Civil Service forms.

A motion was made by Commissioner Arias, seconded by Vice President Fallis, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 1 - Yvonne Wheeler

- 10. 22-322CS RECOMMENDATION TO REQUEST PROVISIONAL
APPOINTMENT** - Julie Pongos, Port Risk Assistant
*Communication from Sandy Witz, Director of Human
Resources, Harbor Department
Staff report prepared by Maria Cano, Personnel Analyst*

Ms. Slaten introduced Ms. Cano, who briefed the commission on this item.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Phyllis O. Arias, Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 1 - Yvonne Wheeler

11. STANDING COMMITTEES

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

President Garnica informed the Commission that the Committee met last Friday and provided the following updates: the Committee is planning a Commission Planning Meeting for the week of November 18; the Committee has directed the Executive Director to begin a strategic planning process with a start date no later than the first quarter of 2023, in which there should be a firm selected and the process started by April 1st, 2023; the Committee is still working on the baseline demographics for both Police and Fire Departments, and these baselines will measure goals, diversity, and equity and inclusion; the process of reviewing management compensation is still with the Department of Human Resources.

President Garnica stated that the Committee will have more information as they continue working on these items.

B. Recruitment and Selection Committee

Commission Gonzalez Edmond shared that the Committee met last week, and created a Labor Management Committee to review Article III, Section 10-20 of the Civil Service Rules and are planning to reconvene in late January, early February. As the Committee continues to work on this, it will return to the Commission with recommendations of changes and provide a report on the work that has been done.

C. Special Projects Committee

Commissioner Arias mentioned that there were no updates but acknowledged the earlier request of the Commission to review the process of bulletins and classification specifications.

12. REPORTS FROM MANAGERS

A. Administration and Support Services Division – Maria Alamo

B. Executive Director – Christina Pizarro Winting

A. Administration and Support Services Division - Maria Alamo

Ms. Alamo updated the commission on the following items being completed by the team: closing of Fiscal Year 2022, invoicing, and certification of requisitions.

B. Executive Director - Christina Pizarro Winting

Ms. Slaten, on behalf of Ms. Pizarro Winting, provided updates on the following items: Department heads will be meeting in person once a week, and Ms. Pizarro Winting is at Rancho Los Cerritos today attending the department head meeting; Long Beach Coast Executive Steering Committee continues to meet to discuss the transition of the HRIS system; Ms. Pizarro Winting met with the department heads of Police, Fire, and Health this past week regarding critical recruitments that will be coming before the Commission in the coming weeks; Ms. Pizarro Winting will be making a presentation to the Ethics Commission in the afternoon, since the Ethics Commission was interested in learning about how positions are created, and new classifications developed.

13. UNFINISHED BUSINESS

President Garnica mentioned that that there will be a Civil Service Commission meeting on November 16 and wanted the Commission Planning meeting following the Commission meeting. Ms. Smay acknowledged the request and will calendar the meeting accordingly.

Commissioner Arias mentioned that there was a request brought in prior meetings to invite departments to give a general presentation about department roles, functions of the department, and staffing. President Garnica reiterated that work is being done to bring the presentations to the Commission, as well as having meetings at the different city sites, pending availability. Further discussion will be had during the planning retreat.

14. NEW BUSINESS

There was no new business at this time.

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15. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

There were no comments from the public.

ADJOURNMENT

President Garnica adjourned the meeting at 9:37 a.m.

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

NO HEARING

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NOTE:

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

**បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: និងកំណត់ហេតុឲ្យ
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